



AUTHORIZED PERSONNEL

POLICY.

It is the policy of the Deschutes County Sheriff's Office - Adult Jail (AJ) to provide institutional security by limiting access to the facility to authorized persons only.

PURPOSE.

The purpose of this policy is to ensure the safety and security of inmates and staff by permitting only authorized person's access to the facility.

OREGON JAIL STANDARDS:

- E-104 Facility Access

REFERENCES:

- ORS 169.076 Standards for local correctional facilities

DEFINITIONS.

Authorized Persons. Persons with prior authorization by the Sheriff, Corrections Captain, Corrections Lieutenants, or designee(s), including delivery persons, repair personnel, on-duty law enforcement officers, attorneys, interpreters, volunteers and DCSO staff not directly involved in the operation of the AJ.

AJ Administration Staff. Corrections office assistants, corrections administration personnel and corrections specialists.

AJ Corrections Staff. Corrections technicians, corrections deputies, corrections sergeants, corrections lieutenants, corrections captain, and sheriff.

AJ Medical Unit Staff. Facility nurses, Facility Provider, Sheriff's Office Behavioral Health Specialists (BHS) and other authorized medical or behavioral health personnel.

AJ Support Staff. Contract service providers (food service staff) and Building Maintenance Unit (BMU) staff.

DCSO Staff. All other employees of the Deschutes County Sheriff's Office.

Limited Access Areas. Those areas of the facility whose access is limited by Control Center staff and where contact with inmates may be possible, including the auto sally port, pre-booking, booking, video arraignment rooms, administration offices, hallways, kitchen and conference rooms.

Public Areas. Those areas of the facility open to the public, including the facility lobby, non-contact visiting areas, attorney rooms and Inmate Services lobby.

Secure Housing Unit (SHU). The area of the facility containing housing units 100 through 1100, the recreation yards, law library, North control room, and program offices. It is entered via the Main Hallway or the hallway to the Visiting/Attorney Room/Arraignment Room.

Central Hallway. The main hallway of the facility containing access to Booking, staff areas, Administration, Kitchen, Medical and housing units 1200 through 1400.

South Jail. The area of the facility containing housing units 1500 through 2000 and the South control room. This area of the jail is entered through the Central Hallway or the southwest walk-through sally port.

PROCEDURES.

SECTION A: AJ CORRECTIONS STAFF

- A-1.** On-duty corrections staff have unlimited access to the facilities as necessary, to perform their duties and ensure the safe operation and security of the facilities.
- A-2.** Off-duty corrections staff must have approval from an on-duty supervisor to enter the limited access areas of the facilities. Corrections staff have unlimited access to staff locker rooms or administrative offices.

SECTION B: AJ ADMINISTRATION STAFF

- B-1.** Administration staff has access to areas of the facility where they will not be in direct contact with inmates. Their movement through the facility will be facilitated by corrections staff when contact with inmates may be possible.

SECTION C: AJ SUPPORT STAFF

- C-1.** BMU staff must be escorted by corrections staff when working in the secure housing unit and/or other facility areas where direct contact with inmates may occur. If inmates have been cleared from a housing area, BMU staff may be left alone, provided they are secured from inmate contact.

- C-2.** Contract employees (food service staff) may have access to the facility as necessary to perform their duties. Access to the secure housing unit is limited to times when there is no inmate movement or when corrections staff are available to provide escort. Contact with inmates, outside of the facility kitchen, is limited to contact through food pass access ports unless escorted by corrections staff.

SECTION D: AJ MEDICAL STAFF

- D-1.** Medical Unit staff may have access to the facility as necessary to perform their duties. Access to the SHU, Central Hallway or South Jail is limited to times when there is no inmate movement or when corrections staff are available to provide escort. Behavioral health personnel may have limited one-on-one contact with inmates in the law library interview room. To facilitate, behavioral health staff will be in possession of a jail radio to contact control room staff.
- D-1.** Other medical or behavioral health staff will only have access, beyond the public and limited access areas of the facility, when accompanied by corrections staff.

SECTION E: DCSO STAFF

- E-1.** DCSO staff may have access to the facility, beyond the public and limited access areas of the facility, when accompanied by corrections staff.

SECTION F: AUTHORIZED PERSONS

- F-1.** Authorized persons may only have access to the facility, beyond the public areas of the facility, when accompanied by corrections staff.
- F-2.** On-duty law enforcement officers may have limited access to areas of the jail, after approval from an on-duty supervisor and will be escorted by corrections staff.
- F-3.** Attorneys, legal assistants and interpreters may have access to attorney rooms, conference rooms and video arraignment rooms as necessary to provide services to their clients. When in these areas, and likely to be contacted by inmates, they must be escorted by corrections staff.

SECTION G: GENERAL PUBLIC & FACILITY TOURS

- G-1.** Members of the general public are limited to the public areas of the facility unless authorized by a Corrections Lieutenant, Corrections Captain, or the Sheriff. All such visitors must be accompanied by corrections staff when outside of the public areas of the facility.
- G-2.** Tours of the facility are limited to the Board of Commissioners, the Grand Jury, and other persons authorized by the Corrections Captain or the Sheriff. Tours shall be accompanied by corrections staff when inside the facility.

- G-3.** Non-essential persons such as contractors, inspectors, and contracted maintenance must have a criminal history and driver's license check before entry is allowed into the facility. Subjects on parole, probation or who have any felony convictions must receive approval from a Corrections Lieutenant, Corrections Captain or the Sheriff. All such non-essential persons must be accompanied by corrections staff.